

SECURITY GUARD AGENCY APPLICATION ACCEPTANCE CHECKLIST

Please use this list to ensure you have enclosed the proper documentation.

No.	Documents to Be Enclosed	Applicant Check Off		DPS Use Only
1.	APPLICATION - every section must be completed on the application. The application must be signed and notarized.			Initials: Date:
2.	EXPERIENCE - letters, documentation of <u>THREE</u> years of supervisory, management or administrative experience.			Initials: Date:
3.	AGENCY STRUCTURE PAPERS (if applicable)			Initials: Date:
4.	COMPLETED, NOTARIZED TRAINING PROGRAM			Initials: Date:
5.	COLOR PHOTOGRAPHS OF UNIFORMS, BADGES AND PATCHES			Initials: Date:
6.	NOTIFICATION OF LIGHTS ON VEHICLES			Initials: Date:
7.	APPLICATION FEE OF \$500.00			Initials: Date:
8.	CLASSIFIABLE FINGERPRINTS & FEE OF \$29.00 (For each person)			Initials: Date:
9.	LEGIBLE, NOTARIZED COPY OF DRIVER=S LICENSE			Initials: Date:
10.	ONE COLOR PHOTOGRAPH, APPROXIMATELY PASSPORT SIZE			Initials: Date:
11.	ARE YOU APPLYING FOR AN <u>ARMED</u> AGENCY?	YES	NO	Initials: Date:

Note to applicant: If items #1, #7, #8, #9 are missing or incomplete, your application packet will be returned without processing.